





Welcome to the ibuyer.hk general user manual

- This is a general instruction for all of our software V3.58 onward. For earlier version please refer to the old manual.
- For installation instruction, please refer to the separate installation guide.
- For the using of individual software, please refer to the specific manual for individual software.
- For the platform, database structure and design change of software, please refer to the technical manual.

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Desktop Icon

Once you have successfully installed our software, you will see an icon (a purple key) on the desktop of your PC. Double click it and will open the software that you have installed.



Program Shortcut

If you click Start > All Programs > ibuyer.hk software shortcut will show. Select it will open the software installed.

Data File Location & Security

All of our software is Windows base, which means the software, is physically downloaded, installed and located in user's hard disk. We do not keep any of your data; it is being kept inside your PC's storage media. When user input and save the data, it saved in a data file inside their C:\ drive. For example C:\MerchanNet\MerchanNet.mdb C:\CostingNet\CostingNet.mdb C:\ExportNet\ExportNet.mdb C:\TextileNet\TextileNet.mdb In this connection, users have 100% secure of their own data and 100% privacy of the sensitive figures inside the software.

Shortcut path

In general, the shortcut path on the desktop icon is usually pointed to the data file of the software. Just like the above example, it will point to the .mdb or .accdb file of the software. In some of our software, if there is workgroup user logon is engaged. The shortcut path will be pointed to more than one single data file. In case of MerchanNet, for example

"C:\Program Files\Microsoft Office\Office12\MSACCESS.EXE" "C:\ MerchanNet\MerchanNet.mde " /wrkgrp "C:\ MerchanNet\MerchanNet.mdw" /runtime If you right click the software desktop icon > select "property" on the "target" field, you will see the above.







Security	Details	Previoua Versiona
General	Shortout	Compatibility
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Target type:	Application	
Target location	Office12	
Target:	ion/MerchanNet-07/M	erchanNet.mdw" /runtim
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Start in:	"C:\Program Files\Micr	osoft Office\OFFICE12"
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anation rusy.		
Run:	Normal window	
Comment:		
Open File L	ocation Change Io	Advanced

Start program

In some of our software, it has a workgroup control, which means user has to logon with a name and password. The workgroup user right control is a common tool for controlling the read / write / edit / delete for a database in multi-users environment. Simply saying, for example, a merchandiser can read write the merchandising panel but not the accounts panel. A production coordinator can read the shipping panel but not the personnel details.

If you click the program icon, it will open the software with the main broad (dash broad), suppose the software is successfully installed. A logon dialogue will be opened and asking for the logon user name and password. By default, the trial user name and logon password is;

Name: demo

Password: 123

Logon	? ×
Name:	
demo	ОК
Password:	Cancel
123	Cancer

For the official user name and logon password, it will be provided once you have purchase our software.

Security notice

In some of the operating system, with sensitive firewall or system security, anti-malware, pro-active defense, anti-trojan or anti-phishing setting, following security notice message dialogue will pop up upon opening of the program. Don't worry about it, our program is safe to open, click open to continue using the software.







Security Notice
A potential security concern has been identified.
Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled unless the content provides critical functionality and you trust its source.
File Path: C:\king Version\MerchanNet-07\MerchanNetEN.mdb
This file might contain unsafe content that could harm your computer. Do you want to open this file or cancel the operation?
More information
Open Cancel

If you want to take away this security notice and change to trust our program, please look for the admin button.

i.e. Admin button > Options > Trust Center > Trust Centre Setting... > Macro Settings > Enable All Macros

There might be another ways to show the security notice and exist as a top message bar "security warning"

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If it does shown on the top below the menu bar.

Please select options... > security alert > open the trust center > trust center > macro setting > enable all macros







Microsoft Office Security Opt	ions ? X							
Security Alei	t							
VBA Macro								
Access has disabled poter	ntially harmful content in this database.							
If you trust the contents only, click Enable this cont	If you trust the contents of this database and would like to enable it for this session only, click Enable this content.							
Warning: It is not pos trustworthy source. Y content provides criti	sible to determine that this content came from a ou should leave this content disabled unless the cal functionality and you trust its source.							
More information								
File Path: C:\uments\	Access Working Version\TextileNet-07\TextileNet-Accdb.accdb							
Help protect me from	n unknown content (recommended)							
Enable this content								
	open the trust centre and							
	enable all macro is better							
μ, <u>/</u>								
Open the Trust Center	OK Cancel							

Access Options	2 X
Popular Current Database	Help keep your documents safe and your computer secure and healthy.
Datasheet	Protecting your privacy
Object Designers	Microsoft cares about your privacy. For more information about how helps to protect your privacy, please see the privacy statements.
Proofing	Show the privacy statement
Advanced	Microsoft Office Online privacy statement
Customize	Customer Experience Improvement Program
Add-ins	Security & more
Trust Center	Learn more about protecting your privacy and security from Microsoft Office Online.
Resources	Microsoft Windows Security Center
	Microsoft Trustworthy Computing
	Trust Center
	The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.
	OK Cancel

In this connection, our program will be trusted by your PC security setting and notice will not pop up again.





Trust Center	8 33
Trusted Publishers Trusted Locations Add-ins Macro Settings Message Bar Privacy Options	Macro Settings For macros in documents not in a trusted location: Disable all macros without notification Disable all macros with notification Disable all macros except digitally signed macros Image: The set of the se
	OK Cancel

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Merchandising Software

Main broad

Once the software is opened, you will see the main board (dashboard) with departments, procedures, different panels, item master or the work flow of the program. This is the main screen of the program and user will use it to

- Switch to different departmental modules.
- Follow the procedures & workflows i.e.; A, B, C, D, E, & 1, 2, 3, 4...etc of the program.
- Show the Item master of different products.
- Filter, search and look up records.
- Print preview documents and reports by similar parameters.

For example; MerchanNet main broad - departmental







Merchanniet					
Administration	Merchandising	Production	Quality	Shipping	Management
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Customer	Lab Dips	💥 Cut Quantity	inspection	Employee Contacts	2. S/R, A/R & A/P Report
Consignee	🔊 Trims	Work In Progress	Latter Of Guarantee	Business Contacts?	Coss Port Report
Factory	👏 Style Details	Subcontract Dispatch	inspection Certificate		•
🥞 Trim Supplier	Cesting	🔗 Time & Action	NOL Standard		4. Sales Analyze
👷 Material Bupplier	Custation	Recap & Summary	Warehouse	Accounts	5. Customer Analyze
Forwarder	Sampleg	💽 Follow Up	Haterial Inventory	Currency FX	
Courier	Sample Invoice		Trim Inventory	Job Costing	
Employee	Crider Processing			🔲 Database Admin	

For example; ExportNet main broad - workflow

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Quote Date	10-Apr-10			PO No	PO-00054/10			T	Tracing Docum	nents Pro	(en	
Customer	Tommy Hill Figu	rea		PO Date	10-Apr-10							*
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For example; TextileNet main broad - item master







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Item ID.	163 PurD 45	Issue Date	08-Jan-07			Descriptio	n? <u>-</u>
Article No.	abode-article	GoTo >		-		Fibre Con	ent?
Item Group	Woven fabric					Construct	un> •
Colour	Ocean Blue					- Result	ems 💌
Description	Polyester print combo floral patter	n				2. Selec	t Parameter Filter For Report
Fibre Content	100% polyester - nano technology	/ Preparation	brushing, wetting, bleach			Colour?	-
Construction	800 x 120	Dying Method	Joger dye			Suppler?	_
Yam Count	200's x 100's	Dye Stuf	reactive dyes			Location?	<u>×</u>
Weight	1.35 Oz/Sq Yard	Finishing	pressing + coating	S.(1		Epiecacia	um/ 📼
Width	59 inch cutable	Shrinkaga	within 1% both warp well	100			Select Leftover Report
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Order Ref No.	PO-00053/09	Origin	India				
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Deliver By	By Boat	Del Date	09-Aug-07	_			
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On the right hand side column, there is a parameter look up filter, which is used to search record by filtering parameters. Also parameter filter for different types of report and export button to generate excel file. This is quite useful for getting a batch of record with something in common or getting a group of report with same parameters. Parameters like similar item group, description, article no, suppliers, customers, collections, material types or order status.

Top menu bar

The top menu bar (Top left hand side) provides some basic and useful function of our program. For example; undo, redo, back up database, compact & repair database, user and group accounts, user and group permission, ascending, descending, cut, copy, paste, export to excel spreadsheet, export to RTF, PDF or XPS and font.

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Undo - undo typing.

Redo - redo typing.

Back up database - back up the current database into an individual back up file. (Back up all data)

Compact repair database – re-index the database table.

User and group accounts – create and delete user, change logon password.

User and group permission - change user right; read / write / edit / insert / delete for each user.

Ascending – sort ascending for records.

Descending - sort descending for records.

Cut – highlight and cut text record.

Copy – highlight and copy text record.

Paste – move cursor to field and paste copied text record.

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Export to spreadsheet – export report to an excel format.

Export to RTF file – export document to a word format but in rich text format.

PDF or XPS – export document or report to a PDF format or XPS format. XML Paper Specification (XPS) is a fixed-layout electronic

file format that preserves document formatting and enables file sharing.

Font – some of the large field (memo field) which is supporting rich text format.

See below for example.

Style Details	xtended Style Details
Product ID	85 GoTo >
Issue Date	17-May-10
Style No.	7194S-copy
Reference	
Collection	ie. Fall Winter 2012
Item Group	ie. ladies, infants, woven, knit, tops
Finishing	Non Wash
Remarks - Internal Use Only	 这个软件能够编写多国语言 This software able to write multi languages 這個軟件能夠編寫多國語言 このソフトウェアは、複数の国の言語で書くことができる Software ini mampu menulis negara multi bahasa इस सॉफ्टवेयर क विए देश के कई शाषाओं में Este software puede escribir de varias lenguas इस रॉफ्टवेयर क विए देश के कई शाषाओं में Este software puede escribir de varias lenguas Ce logiciel capable d'écrire les langues Ce logiciel capable d'écrire les langues Ky program mund të shkruajnë gjuhë shumë vend Ly program mund të shkruajnë gjuhë shumë vend Ly enporpame забезпечення в стані написати Software ini mampu menulis negara multi Bahasa Tento software je schopen psát více zemí, jazyků Ang software na ito ma-isulat ang multi wika Phân mềm này có khả năng viết các ngôn ngữ Questo software in grado di scrivere lingue dei Este software capaz de escrever línguas país Diese Software können mehrere Länder Sprachen

In the above memo field, user can change the text size, text color, highlight text or font style.

In additional, the Unicode design of our program is able to support multiple languages.

Button logic

By design, the button logic of our program is;

- Left to right.
- Top to bottom.
- A, B, C, D, E, 1, 2, 3, 4, 5....etc.

User may start using our program according to this logic.

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On the left hand side on your keyboard, there is a TAB key. This is quite useful for inputting our program. When user are in the input panel, please use the TAB key to move from field to field to carry out input of the forms. This will act as guidance for the input sequence that help user easily using our program.

Input panel

When user opens one of the modules, it is basically an input panel, a form to carry out data input for your business need. Generally it would be a product details form, order details, productions details, raw material details, inventory record and shipping records.

The principle of an input panel is a form that holds your business record one by one. For example, a product detail form holds 1000 products; it will show the detail page by page with 1000 pages. User can browse each record by next and previous button. Example of a style details input form

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	9						
	Find	Next 🖉 🛛 📄 Previous	DbA 👷	2	🞾 Duplicate	Refresh	ı 😈 Ur
	Style Details	Extended Style Details					
	Product ID	81 GoTo >		•			
	Issue Date	28-Apr-10					
	Style No.	АВС-123-R6-сору				A PAR	
	Reference	customer model - OEM9238					
	Collection	Fall Winter 2010					
	Item Group	Fashion					
	Finishing	Non Wash		•			
	Remarks - Internal Use Only	 Interlining using fusible Collar use plastic stay Shoulder yoke mirror pattern Cutting pattern must be match Mirror left and right sleeve pattern Wrinkle free finish treated 	n				
					Image File	\MerchanNetPho	oto\gap32.jpg[
					Short Desc	ription (Show on	PI, SC, PO, I
					mens 85%	cotton 10% elast	iic lycra 5% po

The ID number will be recording each style by increment. It is an auto number and cannot be changed by user, every time when you add a new style to the database, a new number will be given. We named it Product ID, POID, Order ID, Shipment ID, Inspection ID, Purchase ID, PurID or item ID....etc.

Another type of input panel consists of main form and sub-table. Usually it is being used in the order processing, shipping documents. It has a one to many relationships and holds business recording this manner. For example, an order to a customer can have 5 to 10 items with it. A shipment to a customer can have 25 items in one container.

In this connection, the one to many relationship input form is being used.







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Order Li	ist	Find		xt 🧹	Previo	us	Add 🤶				
Issue Date	06-N	lov-09			Closing Time	anytime					
Shipment ID	31	GoTo>	•	-	Vessel voyage	chairman	mao J398				
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Consignee	Root	s Canada DC		-	E.T.A	21-08-200	8				
Forwarder	APL	international lo	gistic limite	-	Loading Type	Full Conta	iner 40'H	-			
Loading Port	hong	y kong			Total CBM	0.00					
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Destination	china	а		_	Total Cartons						
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Handle By	Kath	у		-	Remark	1. pay attention to customs clearence					
main form	shipment detai	S		 paymer relevent docume packing 	nt must be m certificate h ent has courie list and invo	ade before coll as forward to b er to office by L ice split into 3					
Must select from OrderID? and in	Must select from Customer? Factory? Or OrderID? and input quantity										
Customer?	-	Factory? 🚽	OrderID?	-	Shipped Qty 🗸	Price 🚽	POID 🚽	PC			
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There is an input sequence requirement that user must create a main form detail before inputting the sub-table.

Navigation bar

On the top section of most input modules, there is a navigation bar to help user browse / input / edit the record



User can use it to find, browse next, browse previous record, add record, duplicate existing record, refresh, undo or list record. The record is being shown in descending order which means the newest record will be on top and the oldest record will be on the bottom page. Cause user is normally working with the newest record most of the time.

Input sequence







User must fill in the main form and then the sub-table. This is a must in the database design; otherwise, it won't let you.

Example of order processing module.

Image: State Protocol Previous Add Duplicate	💼 🔊 🕫 🕫 🕺 🤹 刘 🐇 🖉 📾 📾 📾 📾 📥 🗛 💿 💿 Order Processing - MerchanNet												l	_ 0 ×			
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20 No. PO-00102/10 Order Status Ongoing Customer Trade Term Ex - Factory B / Burger Ref No? Ship Mode Boat	Date	28-Apr-10		Handle By	Sush	Cus			ustomer Payme	nt	L/C 30 Days		•	By Fa	ctory Code?		
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Origin China JiangSu Merchanklet is now supporting 1 order to Many style items. Bestination FRANCE	Ship Mode	Boat	•	Remarks To (Customer									= Res	sult PO List		
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	OrderID S	lyle No		Color		Notes			Factory			Fty. Deliv	ery C	urrency	Fty. Price	Factory Payment	

The top section is the main form and must create / fill in prior to sub-table.

The bottom section is the sub-table and needed to fill in / input after above main form record created.

This will be applied to all of the input forms of our program.

Field limitation

Since we are using a relational database and there is some limitation to the data that we enter or input into the field.

We have to maintain the data integrity, that's why there must be some limitation to the data input.

When you are inputting data to the product detail panel, order processing panel, purchase panel, you may have see this error:

1	The value you entered isn't valid for this field. For example, you may have entered text in a numeric field or a number that is larger than the FieldSize setting permits.
	ОК

IF you see above warning message and can't get out, press ESC key on top left hand side of your keyboard

A/ numeric field – can't input data other than number. i.e. 4.35 / 6.75 / 7.15

Payment Offer	L/C at sight				
Purchase Cost	USD		4.35	Unit	Pc
Price Quote	USD		6.75	Supplier	Quality
Selling Price	USD	•	7.15	Company	ibuyer
Content	Specification				

B/ date field - can't input data other than date format. i.e. 16-Jul-2010







DociD	68 (5010>	▼ PL/ SU N0	50-00068/10
Quote Date	16/7/2010 17:36:00		PO N₀	PO-00068/10
Customer	Mutual Terminal Pu	r 🖣 六月 2010	PO Date	21-Jun-10
Validity		日 — 二 三 四		ld: use the date
Origin/port of loading	China GuangDong	30 31 1 2 3 6 7 8 9 10	4 5 Date Fle	insert a date to
Customer Payment	unknown payment	13 14 15 16 17	¹⁸ ¹⁹ Sthe field	date picker will
Customer Term	F. O. B. I. Q.	20 <u>21</u> 22 23 24 27 28 29 30 1	²⁵ ²⁶ ^S show at 1	the end of field
Destination		4 5 6 7 8	^{9 10} L when cu	rsor move-in
Ship Mode	Courier	Today	Trung	
Jab Mana		L	Nie of contains	-

When the cursor move into a date field, a date picker will show at the end of the field, please use it to select the date that you want to input to the date field. A calendar will pop up when you click the date picker icon.

C/ selection field - must select from the data within the pull down list

Quote Date	16-JUI-10	PUNO
Customer	Mutual Terminal Purchasing Limited 🛛 🤇 🗨	PO Date
Validity	Gap Inc.	Custome
Origin/port of loading	Melbourn syndey store inc	Supplier
	Mutual Terminal Purchasing Limited	
Customer Payment	new customer chain store limited	Supplier
Customer Term	Next PLC	Supplier
Destination	no name customer	Loading
Destination	Qualify Department Store	Loading
Ship Mode	Roots Canada	Trucking
Job Name	Tommy Hill Figures	No of co
Order Status		

For example, most of the merchandiser will input:

- A/ on a date field (delivery) > ASAP, TBA, Before Xmas, B4 CNY rather than 31-dec-2010 > it won't accept
- B/ on a quantity field > TBA, order minimum, MOQ instead of absolute quantity 800.00 > it won't accept
- C/ on a selection field > type any data rather than select from pull down menu > it won't accept

Usually happen in the supplier, customer, handle by, and consignee field: if you did and got hold up, presses ESC to leave

D/ calculated field - result of other figures. i.e. subtotal, total, percentage, grand total, amount.

inneu alter uuute	change i un obst. Gen i in price to iv.or		Subtotal Allount	-
Total Quantity	12,483.00	Percent	42,951.93	
Surcharge 1	surcharge one	1.00%	429.52	
Surcharge 2	surcharge two	2.00%	859.04	
Surcharge 3	surcharge three	3.00%	1,288.56	
Surcharge 4	surcharge four	4.00%	1,718.08	
Surcharge 5	surcharge five	5.00%	2,147.60	
		Grand Total	49,394.72	

Normally these calculated field do not allow (no need) for you to key in any figures. It will be automatically calculated by the result (quantity x price). The background color is usually in gray color to denote.

E/ read only field – reference of record from other tables.







81	GoTo >										
ABC-123-R6-copy	1	read only field, refer t	<u> </u>								
customer model -	OEM9238	records from other	0								
Fall Winter 2010		forms or tables, back	orms or tables, backgroud								
Fashion		in gray color to denot	giouu o								
mens 85% cotton	10% elastic lycra 5%	polyes	C								
100% cotton stret	100% cotton stretch stripe										
Please note new s	Please note new style cannot be created in this sampling panel,										
Please add new st	yle no. in the style detai	l panel									
Next Sample 🖉 Previous Sample 🙀 Add New Sample											
Sample ID.	52		T	echnical							
Request Date	15-Apr-10		笄	新的功能再加上							
Sample Status	Just Request										
Sample Type	Advertising Samples			不同國家操作的公司就好有用							
Due Date	15-Apr-10			山果三個月之內沒有實質訂單。							
Material	Use Any Available Q	uality	•								
Customer	Roots Canada Inc	blank field, require	<u>i</u> <u>i</u>	Z软件多语种,能同时输入任于							
Company	ibuyer.hk apparel Li	nited business data fig		to key in relative							
Merchandiser	Grace	within pull down lis	at to a	enerate documents							
Sample factory	Plush toy manufactu	rer limited	n to ge	sherate documents,							

Screen tip message

Factory sales

When using our program, sometime there will be screen tip message to help user to get a better understanding of our program. It could be a reminder message, a validate message, a pop up instruction, an input example or an error message. This is an important message for the user, so when you see this, please halt and read the message carefully before continuing.

reports

Example of a validating message

1	Margin problem	Ţ	Fty. Delivery 30/12/2009	Cu
	Are you sure? customer against factory delivery date margin less than 7	v	Cus. Delivery 20-Dec-09	Cu US
	days, it's not good enough			
	date has margin problem. pay attention on it		Fty. Delivery	Cu
		Ě	Cus. Delivery	Cu

Above message checking is to avoid error inputting by merchandiser. Our program will check the date, quantity, price & etc to see if it is reasonable and consistency

Example of an input example message.

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Style Details	Extended Style Details	
Product ID	85 GoTo > 💌	1989
Issue Date	17-May-10	
Style No.	7194S-copy	
Reference		
Collection	ie. Fall Winter 2012	input example message
Item Group	ie. ladies, infants, woven, knit, tops	
Finishing	Non Wash 💌	
Remarks - Internal Use Only	 这个软件能够编写多国语言 This software able to write multi languages 這個軟件能夠編寫多國語言 このソフトウェアは、複数の国の言語で書くことができる Software ini mampu menulis negara multi bahasa इस सॉफ्टवेयर के लिए देश के कई भाषाओं में Este software puede escribir de varias lenguas हा सॉफ्टवेयर के लिए देश के कई भाषाओं में Este software puede escribir de varias lenguas Ce logiciel capable d'e when cursor move in Ce logiciel capable d'e when cursor move in Software ini mampu menulis negara multi Bahasa Це програмне забезпечення в стані написати Software ini mampu menulis negara multi Bahasa Тепto software је schopen psát více zemí, jazyki Ang software na ito ma-isulat ang multi wika Phân mềm này có khả năng viết các ngôn ngũ Questo software in grado di scrivere lingue de Este software capaz de escrever línguas país Diese Software können mehrere Länder Sprachen 	Image File MerchanNetPhoto\gap10.jpg Short Description (Show on P1 SC, PO, I Gents Summer Jeans Raw Material (Show on PI, SC, PO) ie. 94% cotton 6% lycra stretch 12oz den Detail Description (Show on Production O ie. basic 5 pocket styling, zipper front ope
Record: 🛛 🕂 1 of	43 🕨 🕨 🙀 No Filter Search	
Short description f	for this product; show on documents PI, SC, PO, Invoice DC	ottom message will show

Pull down list

F

Since user must select within all pull down list, the pull down list table must be fill in prior to selection. This is a basic design for all relational databases. Usually this is happening in customer name, supplier name, handle by, currency, unit, consignees, notify party and forwarder. Furthermore, if user needs to select style number, article number, item number, order ID, POID, purchase ID, it must be created prior to selection.

Before start using our program, normally user has to fill in the customer, supplier's company detail for selection. Otherwise, you will have nothing to select in the pull down list.

Example of opening basic contact form.

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Refresh	Save		Undo	Admin	L	ist 🤇		lose		ì
Contract / Purchase C-00068/10	Order Details		1. F	roducts	3. Shipp	ing 🚺				
D-00068/10		1		Trading Doc	uments Preview	v	7			
-Jun-10						•	-			
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neque			Supplier?				-			≡
oor To Door		-	Description?							
			Order Status	?						
			= Result							
			29	Select Date F	Range For Ren	orts				
act Remarks			Start Date	1-Jan-201	10 End Date	16-Jul-1	0			
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Pull down selection.

On most of our sub-table, there is a pull down selection for user to select record form other table to avoid double entry. This could be old record already inside the database, records from other table that needs to be filling in to the sub-table. For example; user will need to pull out article number, description, price from the product detail table to the document sub-table to generate quotation, pro forma, sales contract, shipping documents and invoice.

We have set up the selection in 3 different grouping for easy sorting and selection.

- [By item?] group and sort by product item group.
- **[By customer?]** group and sort by customer code.
- [By supplier?] group and sort by supplier code.
- [By article?] group and sort by product article number, style number, item number.
- [By orderID?] group and sort by the order ID from order processing.
- [By DOCID?] group and sort by the DOC ID document ID from order processing.







- **[By description?]** group and sort by the product description.
- [By material?] group and sort by the raw material description.

Example of pull down selection.

Order Li	st 🍹	Find		Next		Previous	م 👷		
Issue Date	16-May-10			Clo	osing Time	anytime			
Shipment ID	33	GoTo>	•	Ve	ssel voyage	truck plate no EVA-2384			
Invoice No.	INV-00033/10)		E.1	T.D	anytime ETD			
Consignee	MaterialNet T	ranspor	ation Limit 星	E.1	Г.A	anytime ETA			
Forwarder	Kelly			Loa	ading Type	loading17			
Loading Port	loading17			Tot	tal CBM	0.01			
Discharge Port	discharge17			Tot	tal Weight	78.00			
Destination	destination17	'		Tot	tal Cartons	4			
Order Status	PI SC PO Iss	sued	•	• M.I	I.D.	MID - DHIRU-Facto	ry		
Handle By	Wallace		•	Re	mark				

	Mu Oro	st select from C derID? and input	ustomer? Factory quantity					
	4	Customer?	Factory? 🚽	OrderID? 🚽	Shipped Qty 💂	Price 🚽	POID 🚽	
I		A&F (💌	SOCKS	82	100	7.58	15	demo
L		OLDNAVY	APPAREL	47	120	5.15	55	demo
I		GAP	INFANTS	218	120	7.3	102	PO-00
	*				0			

	<u> ヴ・ペ・</u> []	🦠 🍄 🥶 24 X	i X 🖻 🛍 🔊	🕡 🌛 A	÷	C	ostin
	Find	Next Sty	yle	Previous Sty	le		
Style	Details 1. FOB	Quote From Factor	ry 2. Material Co	st Breakdown	3. Trim / Accesso	ories / Parts Co	st Br
Ма	y look up & select	from By Style No?,	By Materials?, By	Supplier? or in	nput to "Materials" i	field directly	
	by style no? 👱	by materials? 🗸	by supplier? 🗣	mat	erials 🗸 🗸	remarks	-
)		woven farbic 3	35mm 70x42	30s 2-ply uy	
	newstyle			jeans trim fab	ric	chambray	
	2983-LOI			single jersey		32s x 2ply	
				this is new		new	
	2983-NEI			denim fabric		特別洗衣機	
	ABC-123-R6			knitted jersey	fabric	21x2-ply	
	7194S-copy			single jersey		32s x 2ply	
*							







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These examples show you the pull down selection field on the sub-table.

Usually it is the first 3 column of the sub-table and denoted by title "by xxxxxx?" with a question mark on it.

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Auto look Up

When a user wants to select from the pull down list, usually they scroll through the list to find out what they wanted. However, when you have a large number of records for selection, it would be impossible. We have made the auto look up function to facilitate the search of record more easily. When the cursor moves into the pull down selection field, please start typing the detail that you want. It will then jump to that particular group of record with best match from your input wording.







For example of the below sub-table; if you are looking for the style no. DEFGH, when you start typing DE.... It will automatically jump to the record matching style no. DEFGH, so that user can easily pick their own choice.

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Delete record

By design, our program do not allow user to delete main record, only sub-table record can be deleted. This is to avoid user mistakenly delete important main form record. At the same time avoiding merchandiser delete large number of main record from the database.

If any user wanted to delete sub-table record, first highlight the sub-table record and then hit the delete key in your keyboard. Example of delete sub-table form







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Example of deleting sub-table row

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Find, search and filter record

Since the database will hold a lot of records for many years, it must be some effective way to find out and search old record.

In this connection, we have invented couple ways to help user finding old records.

- Find record function.
- Go To> record function.
- Search record function.
- List record function.
- Parameters Filter & Look Up group of record function.

Find record function

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If you hit the find button, a find dialogue will pop up. In the find what field, please fill in the text that you are looking for. You can also specify the condition. Like "look in", "match", "search" and match case.

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Inspect-ID	91				GoTo>	
PO No	PO No - 123	45HD			GoTo>	_
Style No	Style-abcde				GoTo>	•

Go To> record function

It is a pull down list and simply select it will go to that particular record.

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Search record function

Inspect-ID	1	GoTo>	
PO No F	20 No - 12345HD	GoTo>	
Style No	Style-abcde	GoTo>	
Order Details AQL R	ating Comments & Attachments		
Inspect-ID	91		Inspector
PO No	PO No - 12345HD		Inspectio
Style No	Style-abcde		Inspectio
Colour	White, Navy, Beige, Yellow		Inspect D
Quantity			Inspectio
Description	Ladies Woven 94% cotton 6% spandex denim jeans		Factory
Customer	DNKY x Prada		Quantity (
Brand Label	Pra DNKY Sport		Color Ch
Schedule Ship Date	05-Jan-10		Size Che
Actual Ship Date	06-Jan-10		Fabric Ch
Appreance	appreance overall acceptable		Trim Che
Seams & Stitching	all okay according to approval sample		Main Lab
Packing Material	pack carton incorrect		Care Lab
Packing Remarks	must be repacked		Price Ticł
Shipping Mark	due to wrong shipping mark		Style Che
Quantity Finished	100% percent finished		Packing (
Carton Inspected	100 carton inspected input the text that you	are	ks
Comments1	the is another improvement os the 今次大大改進了品質功軟件. 肯定其 will then go to the rec the text	nter ke ord co	∍y. it ontain
Comments2	the is another improvement os the 今次大大改進了品質功軟件. 肯定其		on
Record: I 4 1 of 91	► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ►		

List record function

There is a list button on the navigation bar. If you hit this button, a complete record list form will be opened, showing you all the records. By clicking the ID number, style number, article number will move to that main record.







Example of list record button

💯 Duplicate	<u>ب</u>	Save	Refresh	Undo (List) [Close
List							
e no will move to that	record	\leftarrow					
Style No	Ŧ	R	eference 🚽	Customer	👻 Curr. 👻	Quote 🚽	Margin 🚽
ABC-123-R6-copy		customer n	nodel - OEM9238	DNKY Chain Store Inc	USD	3.15	20.0%
ABC-123-R6		customer n	nodel - OEM9238	DNKY Chain Store Inc	USD	7.24	25.0%
LMNOP		electronic		DNKY Chain Store Inc	RMB	0.00	0.0%
ABC-123-R6		customer n	nodel - OEM9238	DNKY Chain Store Inc	USD	7.24	25.0%
LKOIP		new style t	esting	Melbourn syndey store inc	RMB	11,234.00	-17.0%
FGHU		Bedcover		Gap Inc.	RMB	123.00	-40.5%
LKOIP		new style t	esting	Gap Inc.	RMB	11,234.00	-17.0%
FGHU		Bedcover		Roots Canada Inc	RMB	123.00	-40.5%
LKOIP		new style t	esting	Melbourn syndey store inc	RMB	11,234.00	-17.0%
LKOIP		new style t	esting	Gap Inc.	RMB	11,234.00	-17.0%
style no -123		no referen	ce	Gap Inc.	USD	1.00	100.0%
KLMNO		golf		Gap Inc.	USD	0.80	-1200.0%
LMNOP		electronic		Gap Inc.	RMB	8.00	-559.1%
MNOPQ		Necktie		Gap Inc.	HKD	20.00	-17.8%
LMNOP		electronic		Gap Inc.	RMB	67.00	21.3%
LMNOP		electronic		Gap Inc.	RMB	75.00	29.7%
ABCDE		Apparel		Gap Inc.	USD	9.00	15.7%
HUKL		Handbag		Gap Inc.	HKD	261.50	25.0%
OUUUZ		Currelese		LV/MUL/OccUDV Limited	LICD	22.00	40.00/

There is sort ascending and sort descending function on the list form. User can use the text filters to filter the record by the text selected. This could help user easily filter a group of record according to text selected.

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			cl	ick this small down arrow						
		Find Close		4						
Ŧ	Article No 🚽	Description	- (-	Notes 🚽 Quan 🔺						
	HTYGR	12345678901234567890123	A	Sort A to Z						
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	ZXCVB	12345678901234567890123		Sort 2 to A						
	HTYGR	12345678901234567890123		Clear filter from Description						
	garmentorder	Men 65% polyester 35% cotton wrinkle fre		Tayt Filters						
	article-64	22222222222222222222222222eeeeeeeeee								
	HTYGR	12345678901234567890123		Metal plastic duck						
	garmentorder	Men 65% polyester 35% cotton wrinkle fre	6	metal polyester patch						
	ZXCVB	12345678901234567890123		metal polyester patch R1						
	MM23489284IU	iphone asia version		V metal tools						
	HTYGR	12345678901234567890123		modification new body						
	article-64	222222222222222222222222222eeeeeeeeee								
	ZXCVB	12345678901234567890123								
	article-64	222222222222222222222222222eeeeeeeeee								
	HTYGR	12345678901234567890123		new description						
	MM23489284IU	iphone asia version		new eygpt main label						
	HTYGR	12345678901234567890123		OK Cancel						
	garmentorder	Men 65% polyester 35% cotton wrinkle fre	e							
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	this is a new testin	article for the exportnet								

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Parameter Filter & Look Up record function

If you are looking for a group of record according to your parameters, please consider using the parameter filter.

This is a very useful filter and look up function. It could pull out a list of record according to the parameters that inputted to the database previously.

For example, when you select a product type like woven, knit, men's, ladies, toys...

Then on the [=result] field, it will pull out a list of item that belongs to this product type. The product type is defined by user previously input to the database.

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AREL	10,000 pcs per or	der	60 days after confir	rm I	LC at sight	FOB ex India	Woven, fine knit	, T-shirt 1	120,000	pcs knitted shirt 5,0			2.00	12.00	5.00	1
THING	10,000 pcs		60 days		LC at sight	FOB hong Kong	top shirt	1	100,000	pcs heavy weight	ght jacket	1.59	2.00	9.50	4.38	
MENT	300		60 days receive LC	h din	11 Defore snipment 50% deposit 50% after	LIPUSA	bottom jeans		108,000	printing sar	lablasting	4.22	1.00	7.00	2.75	
DWEAR	10.000 pcs		60 days approvana	dip i	LC at sight	FOB hong Kong	Woven Knit Jack	(et 1	100.000	pcs heavy wei	oht iacket	205.00	2.00	4.00	3.00	
NTS	200 per colour		80 days order confi	irm '	TT wire transfer	CIF USA	top blouse	1	15,000	washing		1.73	6.00	21.00	11.25	
KTIE	10,000 pcs per or	der	60 days after confir	rm I	LC at sight	FOB ex India	Woven, fine knit	T-shirt 1	120,000	pcs knitted shirt 5,1 embroidery	, printing	1.63	1.00	9.00	3.25	
SHTOY	500		100 days		LC at 60 days	FOB China	jacket jeans	1	120,000	wrinkle fre	e	0.67				
KS	10,000		90 days		DP against document	FOB Hong Konf	dress skirt	8	30,000	coating		3.00				
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Print preview document and report

User can only print preview document and report in the preview mode.

In addition, there are few more options;

- export to RTF file.
- export to excel spread sheet.
- export to PDF format.
- Print to Microsoft Document Imaging (add-in with Microsoft office) then convert to graphic / image file.
- Page margin set up.



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The print to Microsoft document imaging function is a very useful feature for preparing trading document to your business associate. In most cases, when merchandiser preparing trading document were in either word, excel or PDF format. Unfortunately, these electronic file is editable, can be changed by the recipient. This is against the interest of your company. In all of our software, merchandiser have an option to print the document to become a graphical file format, that means the recipient is not able to made any change on it without being notice.

The steps to print our document to become a graphical file formats;

- 1. In our software, open the document in print preview mode
- 2. Select print and select the printer name to Microsoft Office Document Image Writer
- 3. Save the document imaging format to TIFF.
- 4. Open the saved TIFF format document (open by paint) and save as other format; like jpeg, png, gif...etc

Please noted the printer driver **Microsoft Office Document Image Writer** is an add-in feature that comes with **Microsoft Office**, when you install the Office to your PC, it will usually installed simultaneously. If it didn't install by default, please select the add-in function in the **Microsoft Office** during installation start up dialogue.

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<u>Back up</u>

It's very important to back up every day. Since the business record is a vital for your operation, so we recommend user backing up the data file every day. User may also consider using the automatic back up, so that a daily schedule back up can be set up. Please click admin button > automatic back up and follow the wizard to set it up.

<u>Uninstall</u>

Upon uninstall our program; all of the program files together with the data will be removed. If you do not have a back up of the data file, you won't be able to restore the data input to the database.

ekc3220.dll file not found

If user is encountered this problem after installation, following is a solution:

1. in the working folder, look for file ekc3220.dll (i.e. C:\MerchanNet\ or C:\ExportNet)

2. copy & paste this ekc3220.dll file to the C:\Windows\System32 folder

- That's it for our general user manual, thanks for reviewing.